

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
 APPROVAL REQUEST**
 STD. 72 (REV. 7-92) FMC

4/12/99

Submit three copies with three copies of the
 Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
 OFFICE OF INFORMATION SERVICES
 1500 5th Street, Room 116
 Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S) 254	(10) APPROVAL NUMBER(S) 97-092	(11) APPROVAL DATE(S) 4/14/98	(12) PAGE NUMBER(S) REVISED 9

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS
Clifford A. Sharpe (14) TITLE
 Clifford A. Sharpe Chief Field Operations Br. (15) DATE SIGNED
 3/21/99

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST
Raymond C. Haag (17) TITLE
 AGPA (18) NAME (Printed or Typed)
 Raymond C. Haag (19) TELEPHONE
 (916) 323-3817 (20) DATE SIGNED
 3-10-99

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

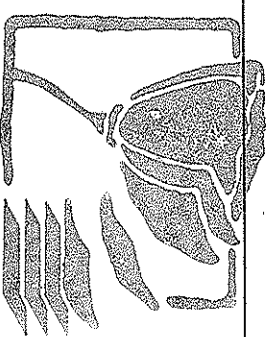
(21) SIGNATURE--GIS CONSULTANT
Patricia Haag (22) APPROVAL NUMBER
 99-254 (23) TITLE
 Records Management Consultant (24) DATE SIGNED
 3/15/99

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☒ Contains no material subject to further review by the California State Archives

(26) ☐ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



(27) SIGNATURE--CHIEF OF ARCHIVES
W. J. P. Garry (28) DATE SIGNED
 APR 16 1999

CALIFORNIA
 STATE ARCHIVES

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

*See instructions on reverse
and in SAM 1600*

DEPARTMENT (1)

Health Services

ORGANIZATIONAL UNIT

Drinking Water Program GS#83082

ADDRESS (Number

Street

City)

601 North 7th Street, MS 92 Sacramento

SCHEDULE NUMBER (2)

254

DATE (3)

11/12/96

PAGE

9A

OF

13

PAGES (4)


DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
49	7.0		Process Tracking Records	P		1		6	7		AB 2295

*Provide total of office and departmental

Memorandum

Date: March 10, 1999


Approved
3/24/99

To: Melodie Caro, Chief

Statewide Information and Records Management Program
Department of General Services
3240 Industrial Boulevard
West Sacramento, CA 95691

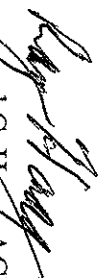
From:

Administration
1800 Third Street, Suite 455
Sacramento, CA 95814
323-3817

Subject: Records Retention Schedule 254

Attached for your review and approval is an amendment to Records Retention Schedule 254 for the Drinking Water Technical Programs Branch, Division of Drinking Water and Environmental Management. This amendment changes the retention period of "Process Tracking Records" from seven years in the office to one year in the office and six years in the State Records Center.

If you have any questions regarding this schedule please call me at 323-3817. Thank you.


Raymond C. Haag, AGPA
Records Management and
Administrative Support

Attachments